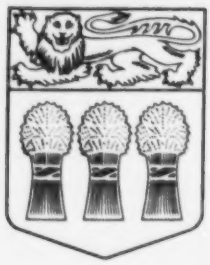

Saskatchewan Archives Board

ANNUAL REPORT

April 1, 1999 - March 31, 2000

101-01924/

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Letters of Transmittal

The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 1999 to March 31, 2000.

Respectfully submitted

The Honourable Jack Hillson
Minister Responsible for
the Saskatchewan Archives Board

The Honourable Jack Hillson
Minister Responsible for
the Saskatchewan Archives Board

Sir:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 1999 to March 31, 2000.

Respectfully submitted

Dr. Brett Fairbairn
Chair
Saskatchewan Archives Board

Archival Development in Saskatchewan

The Saskatchewan Archives was established under legislation in 1945 as a joint university-government agency. While *The Archives Act* was passed in that year, steps to care for public and private archives had begun much earlier. From as early as 1909, the Legislative Library had been collecting and preserving historical documents. In 1938 the University of Saskatchewan and the Government of Saskatchewan officially joined forces to transfer government records to the newly-created Historical Public Records Office located on the university campus. Despite these efforts, there was no systematic or comprehensive approach to records keeping as the government of the day largely determined what records should be preserved and what should be destroyed. Invariably, documents and records were destroyed or lost.

To correct this situation, the newly elected Douglas government set out a public records policy under *The Archives Act*. It expanded archives activity beyond its primary responsibility for the official records of the Government of Saskatchewan to include acquisitions of documentary material from local government and those private sources "having a bearing on the history of Saskatchewan." Saskatchewan's archival legislation was largely based upon the following principles:

- That it was important to document the lives of ordinary Saskatchewan people as well as those of the political, social and economic elite;
- That all points of view regardless of affiliation or persuasion must be respected and documented;
- That politics must be removed from the appraisal, selection and access process; and
- That only through the regular scheduling, acquisition, preservation and access of the official records could the Government of Saskatchewan and its civil service demonstrate how they had fulfilled the public trust.

Over the past 50 years, this wide-ranging mandate has allowed the Saskatchewan Archives to built up one of the most comprehensive provincial archival collections in all of Canada.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfill its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision:

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the Province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved;
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission:

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task;
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values:

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services;
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgement and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act provides for a management board to oversee the activities of the Saskatchewan Archives. The board is responsible for:

- appointing, reviewing and working with the Provincial Archivist;
- setting broad policy objectives and guidelines;

- ratifying specific management decisions;
- preserving the autonomy and the integrity of the institutions and its records; and
- representing the institution to the wider community

During the 1999/2000 fiscal year, the composition of the board was as follows:

Dr. Brett Fairbairn, Professor of History, Department of Co-operative Studies, University of Saskatchewan (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice-Chair);

Ms. Gwen Charman, Meewasin Valley Authority (from June 1999 onwards)

Dr. Eber Hampton, President, Saskatchewan Indian Federated College, University of Regina;

Mr. John Law, President, Saskatchewan Property Management Corporation;

Dr. Brij Mathur, Associate Deputy Minister, Department of Municipal Affairs, Culture and Housing;

Mr. Lee McDonald, Acting National Archivist, National Archives of Canada;

Dr. James Pitsula, Professor of History, University of Regina;

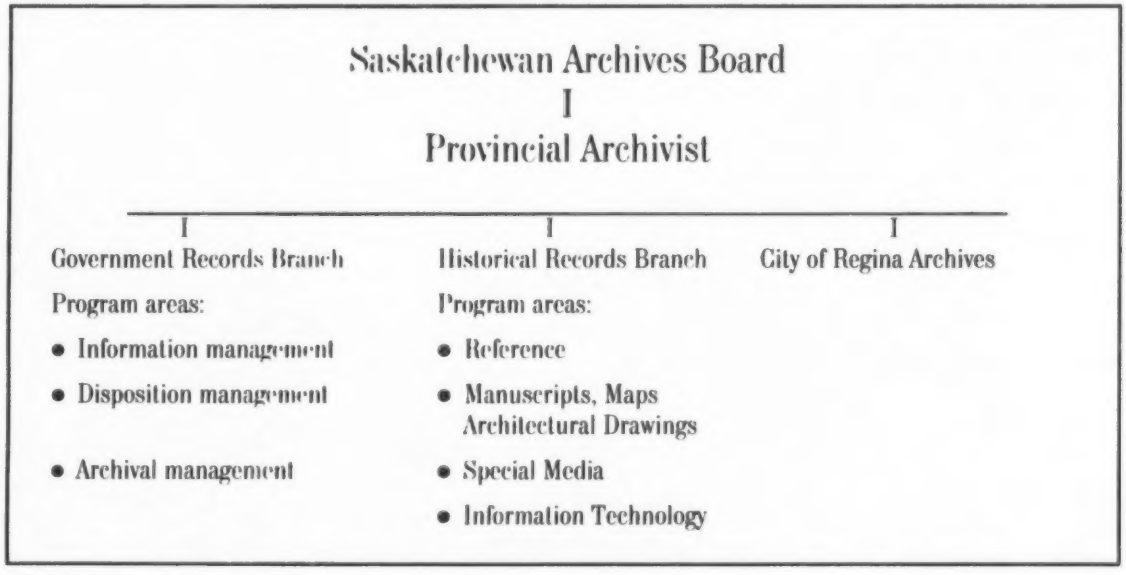
Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

Being a corporate entity, the board reports directly to the Minister of Municipal Affairs, Culture and Housing. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department's estimates. Space for the office and storage facilities in Regina is leased through the Saskatchewan Property Management Corporation. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, payroll and purchasing services free of charge to the Archives. With the signing of a collective agreement in 1996, the handling of personnel matters for in-scope employees was transferred from the University Human Resources Department to the Human Resources Branch, Department of Finance. Out-of-scope employees remain under the University pension and benefit plans.

Organization

Organizationally the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist in carrying out their duties and responsibilities. The adminstrative function of financial management is handled by the Director, Government Records Branch, in addition to program responsibilities.

Under the terms of *The Archives Act*, the board may enter into agreement with other parties for the provision of archival services. In 1996 the Saskatchewan Archives Board and the City of Regina renewed a contract to provide archival services to the City including a two-person staff and storage of archival materials. The City of Regina Archivist reports directly to the Provincial Archivist.



Renewal of the Saskatchewan Archives

During the reporting period, board, management and staff completed the strategic planning process. With the help of a facilitator, a steering committee consisting of management and staff developed a draft document. The committee was influenced by the report of an independent consultant, Michael Swift and Associates, as well as by input concerning the Swift report from stakeholders and interested members of the public. Members of the steering committee, each with his/her own areas of expertise, worked together to create a plan for the Saskatchewan Archives as a whole.

Management presented the draft strategic plan to the board in June 1999 and, as a result of this review, revised the document. The plan was then sent to stakeholders and other interested persons for comment which was later incorporated into the text. The strategic plan was approved by the board in mid-November.

The key elements of the strategic plan are as follows:

- Greater accountability for the Sakatchewan Archives as an independent entity reporting to the Legislative Assembly, or as an independent board reporting to a Minister with a strengthened legislative framework and improved operational connections with central agencies of government;
- An increased role to act as the central agency responsible for managing government information;
- The creation and implementation of a policy and planning/administrative services unit to support the Provincial Archivist;
- The adoption of a comprehensive "portfolio" management structure. This means reorganizing human resources around specialized thematic portfolios, alongside generic support services. This system would replace the current branch system and the separation between government records sevices and private records services. Results would include expanded capabilities as well as more integration, more concerted teamwork, and greater flexibility;
- The Saskatoon office be reorganized around portfolio clusters appropriate to the northern part of the province, and be housed in an appropriate, accessible, visible facility, if possible, shared with other partners. Failing this, that the Swift recommendation to offer only reference service in Saskatoon be further studied;
- The "split facility" option be adopted as the most acceptable and appropriate solution to accommodation in Regina;
- One-time funding for a 5-year special project to eliminate the huge records processing backlog;

- The appointment of a professional conservator to increase quality of collections maintenance, integrate preservation management into institutional planning and priorities and provide leadership to the wider archival community;
- In partnership with national and provincial archival community, scanning and digitizing selected archival records for inclusion on a provincial archival information network for use by schools, libraries, governments and researchers.

In developing new strategies that will succeed, the board, management and staff were conscious of the need for the Saskatchewan Archives to make the most of its resources, eliminate duplication of effort and increase productivity. While the strategies proposed will not solve every problem, nonetheless, they offer a blueprint for the organization to follow.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides significant challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives Board works closely with departments, agencies, boards, commissions and crown corporations to improve the accountability and efficiency of the processes through which information created or acquired is managed.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a records classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs.

In 1993 the Legislative Assembly approved the Saskatchewan Administrative Records System (SARS) which provides an authority for the classification, retention and disposal of administrative records common to all government institutions. A section relating to the classification and disposition of electronic information systems and technology was added three years later. During the reporting period, the Saskatchewan Archives staff continued to introduce SARS into a number of departments and crown corporations. Work was also continued on the development of "Operational Records Systems" (ORS); an authority covering the classification and disposition of records peculiar to government institutions.

In addition to developing and implementing records systems, staff reviewed records disposal requests to determine eligibility for disposal and transfer to the Archives. In 1999/2000 648 disposal requests were reviewed by Government Records Branch staff, resulting in 60 transfers of records to the permanent collection. In total, 2882 metres of records were authorized for destruction and 182 metres of records were selected for permanent retention.

Staff consult with and advise staff throughout government on a wide range of records management issues on an ongoing basis. In addition to consultations with government departments, in 1999/2000 "...For the Record," a newsletter targeted at keeping those working in records management informed about current issues, ideas and news of mutual concern, was re-activated. The Fall 1999 and Spring 2000 issues of the newslwetter were distributed to 634 individuals throughout government.

The newsletter also generated significant interest in records management issues, and identified a need in government for more direct records management training. Staff conducted training workshops in Regina, Saskatoon and Prince Albert to address basic records management concerns in government. The first series of workshops, held in Fall 1999, addressed issues surrounding the disposal of records. 130 participants attended the workshops.

In September of 1999 the Saskatchewan Archives hosted the meeting of the Federal/Provincial/Territorial Records Council in Regina. The Council has been in existence for nearly twenty years and has members representing all the provinces, territories and the federal government. The members meet annually to discuss timely issues relating to the management of recorded information within government jurisdictions. Topics discussed at the 1999 meeting included Record Management Architectures, Public Key Infrastructures, the Impact of Y2K on the Management of Information, the Admissibility of Electronic Records as Legal Evidence and the Functional Requirements of Electronic Records Management.

From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records which no longer possess administrative, legal or fiscal value are destroyed. As a result, the Saskatchewan Archives saves the Government of Saskatchewan thousands of dollars in storage costs while at the same time maintaining accountability for information.

Collection Development and Management

During the period under review, the lack of quality storage space in both Regina and Saskatoon meant that larger-sized acquisitions of public and private records could not be transferred or donated to the Archives for permanent retention. They continued to be maintained in the office of the creating department or in the house of the private donor until the situation was rectified. By September 1999, the situation had become so acute that the intake of public and private records was frozen and remained so through the rest of the fiscal year. In Saskatoon, the extents were down in almost all media categories demonstrating the additional effects on the program caused by the ongoing vacancy in the archivist position there.

Prior to the freeze on acquisitions, some noteworthy public and private records were transferred or donated to the Archives for permanent preservation:

- Crown Investements Corporation, 1956 - 1985. Records from the corporation itself as well from various crown corporations (i.e. IPSCO, Wisewood, etc.). There are also files relating to various projects including the Paper Project, Energy Resource Optimization Study, Early Fertilizer Project, etc.
- Department of Education. Northern Education Services Branch, 1971 - 1992. This collection of records relates to education programs and services in the northern area of the province and includes school district financial statements, budget material and files relating to northern related committees and conferences.
- Saskatchewan Institute of Applied Science and Technology. Kelsey Campus, 1969 - 1975. This collection includes film and slides used as teaching tools in the Recreation and Leisure, Renewable Resources and Environmental and Water Sciences programs.
- Saskatchewan Property Management Corporation. Photo Services Agency, 1981 - 1996. This collection was acquired from Tourism Saskatchewan and complements the existing Photo Services collection. Together they document Saskatchewan agriculture, industry, the environment, activities of the Provincial Government, and people, places and events of provincial significance.
- Camp Balmoral #177, Sons of Scotland, 1896 - 1998. Photographs and textual records, including minutes, membership lists, bylaws, correspondence and financial records.
- Globe Theatre Society of Regina, 1968 - 1997. Administrative records and minutes, photographs, posters, film and audio tapes relating to activities and theatrical productions;

- Kenneth Peacock. Personal records and collections including correspondence, articles, poems, published and unpublished music, etc., 1922 - 1987 generated by the nationally respected Canadian musicologist and folklorist.
- Herb Robbins. Architectural and presentation drawings, 1956 - 1986, created by this Regina-based architect.
- Morris Cyril Shumiatcher. Records relating to Mr. Shumiatcher life and legal career, comprising essays, addresses, speeches, clippings, reference files, awards, and records of community involvement, ca. 1930's - 1990's. Includes "Cases I have Tried," an unpublished manuscript of his more significant legal cases.

Preservation Management

In-house preservation microfilm was produced over the course of the year for the *Prince Albert Daily Herald* from October 1962 to March 1967 as well as smaller runs of other provincial newspapers. Several volumes of original newspapers from the turn of the century were acquired from the Legislative Library of Manitoba, including the *Regina Leader*, 1883-1903.

The National Library of Canada continued to purchase duplicates of all Saskatchewan weekly newspapers filmed by the Saskatchewan Archives. Many local libraries also purchased microfilm copies of newspapaers from the Archives; the number of these purchases having tripled over the last decade. At the end of March, preliminary discussions were underway with the Saskatchewan Weekly Newspapers Association to draft a standard agreement with its member publishers which allows the Saskatchewan Archives to continue filming newspapers for preservation purposes.

In mid-January a microfilm clerk was hired on a term basis to refomat the pre-1930 Saskatchewan homestead records. Although technical difficulties were encountered, progress was made towards the long-term objective of copying the entire series and slowly withdrawing the fragile originals from public use. Another conservation measure taken in this fiscal year was to duplicate 32 reels of deteriorating original microfilm acquired from the Saskatchewan Department of Agriculture, Lands Branch in 1975/1976.

Archival Arrangement and Description

A single transfer or donation of archival material can range from a single page to several hundred linear meters of files; from a single photograph to the entire production of a film maker. In addition to volume, each documentary medium presents its own descriptive problem. To meet the needs of researchers and to gain control over the vast amount of material coming through its doors, archivists employ a number of tools including accessions forms, card catalogues, detailed finding aids and increasingly, computer databases.

Preparing records for access by the public is a labour intensive and time-consuming process. (The Canadian Council of Archives estimates that it takes one archivist two days to arrange and describe one metre of records.) More often than not, records transferred by a department or donated by an individual to the Archives are not accompanied by a file list. It is up to the archivist to impose order, describe the files and through an administrative history or biography, provide context to the records.

Generally speaking, the quantity of records processed and opened for research in 1999/2000 increased considerably over the previous year. In the Historical Records Branch, top priority was given to those collections scheduled for monetary appraisal. Increased demands on Special Media staff to perform media-related reference duties reduced the time available for processing photographs. The vacant archivist position in Saskatoon also meant a diversion from time spent on records processing in order that the Chief Archivist could keep up with administrative and reference duties.

The Government Records Branch was able to hire two temporary archival technicians who compiled box lists for 577 metres of unprocessed records. In addition, another term appointment was hired to compile a Court Records database which will make it easier to access what constitutes a large volume of unprocessed records. A permanent archival assistant position was also filled. In the last quarter of the fiscal year, this staff member was able to complete the basic preparation and conservation work and the file listing for 26.4 metres of records.

Some of the more significant records processed and made available for research were:

- Cherry Film Productions. Cherry Film Productions Ltd was established by Lawrence and Evelyn Cherry in Regina in 1961, although both had been making films in Saskatchewan since the forties. Includes documentaries, instructional films, historical and musical trailers, and television commercials concerning nature subjects, topographical, environmental, educational and social issues, 1940's - 1979.
- Frank Massin and Son Ltd. The Frank Massin Tanning Company, a subsidiary of Brandon-based Frank Massin and Son, operated in Regina betwen 1927 and 1967 as a buyer and exporter of furs, wool, tallow, pelts and seneca root. This material covers

the early years of company operations and includes financial records, customer files, shipping inventories and correspondence with head office, 1927 - 1938.

- Judith Silverthorne. Drafts of manuscripts, non-fiction articles, correspondence with publishers, research notes, scripts, interviews and visual material related to Silverthorne's work as author, freelance writer and film producer. Included is material concerning early Saskatchewan woodworkers, potter Peter Rupchan, and Regina artist Roger Ing, 1898 - 1998.

- Spiral Film Productions. Judith Silverthorne established Spiral Film Productions in Regina in January 1997. These records relate to the production of the documentaries *Ingrained Legacy*, *Roger Ing's Utopia*, and a series of vignettes *First Visions*, 1997 - 1998.

- Thomas Ferguson. Administrative records, project files specifications and architectural drawings related to Ferguson's career as an architect in Regina with the firms of Stock Keith and Associates, the D.H. Stock Partnership, D.H. Stock and Partners Ltd, Ferguson Folstad Friggstad Architects, Thomas Ferguson Ltd, and Saunders Evans Ferguson Arhitects, 1956 - 1997.

Reference Service and Outreach

The total number of users of Saskatchewan Archives holdings continued to grow. The number of personal visits increased only slightly overall from the previous year, but the number of contacts from a distance (written and telephone) jumped by 12% from 1998/1999 figures. Genealogical enquiries comprise the largest category of users, followed by post-secondary students and faculty. Use of the Archives by First Nations peoples continues to grow, indicating a strong research interest in Native Studies.

The prolonged vacancy in one of the archivist positions in Saskatoon had a serious negative impact on the delivery of reference and outreach services there. In order to keep up with other administrative duties and reduce the stress load, reference and reading room services had to be reduced to just four days a week for the last four months of the fiscal year.

Patron use of Reference services	Regina	Saskatoon	Total
Personal visits*	3,409	1,485	4,894
Written enquiries (mail, fax & e-mail)	1,336	624	1,960
Telephone enquiries	3,763	1,167	4,930
Interlibrary loans of microfilm	39	23	62
Tours/presentations (# of participants)	189	83	272
TOTAL VISITS/CONTACTS	8,736	3,382	12,118

* General public, 73%; University, 24%; Saskatchewan Government, 3%

Documents retrieved for research (number of containers/items)	19,507	9,141	28,648
Documents reproduced for research	30,695	23,263	53,958

The number of access to information requests to consult restricted public and private records continued at the same rate as last year, but consumed more staff time, particularly in the case of Saskatchewan government records. Access to such records is governed by *The Freedom of Information and Protection of Privacy Act*. In handling such requests the archivist must balance the public right to know with that of the privacy of the individual.

Procedurally, the restricted records to be consulted must be reviewed by the archivist page by page to ensure legislative provisions are observed. This work is both time consuming and complicated. The increasing complexity of the access issues and the growing volume of records reviewed per request has led to more staff time being required to handle each enquiry, some of which involve litigation.

Information Technology

The Information Technology Analyst provided ongoing, front line support for Archives staff in both offices. These duties include configuring, deploying and upgrading work stations, IT inventory management, trouble shooting hardware and software problems, research for and recommendations on the purchase of new hardware and software, basic training on software applications, and advising staff on database design and other technical issues.

In addition to the above tasks, the Analyst worked on the folowing projects during the reporting period:

- developed IT End-User Support Policy which sets out the relationship between the Archives and an outside service provider contracted to provide back-up hardware maintenance and software support;
- assessed the Archives preparedness for the "Year 2000 (Y2K) Bug" and developed a contingency plan in consultation with Archives management and staff. Steps were taken to upgrade software and hardware before year-end problems could arise;
- studied and redesigned existing ISDN-based Wide Area Network (WAN) in an effort to reduce costs and to expand employee access to Internet and e-mail services;
- co-ordinated the conversion of an electronic finding aid to the Grant Devine Papers from magnetic tape to digital CD-ROM format, analyzed raw data, developed custom hardware to decode it, and transferred it to a readable format.

Saskatchewan History

This highly-acclaimed journal offers its readership a variety of articles, reprints of documents and book reviews reflecting the most recent historical research and writing on provincial history. The journal first appeared in 1948 and has earned a reputation for excellence, receiving awards in 1962 from the American Association for State and Local History and in 1979 from the Canadian Historical Association.

Two issues of the journal were published in 1999/2000. The main articles published were "'Little Saskatoon': An Experiment in Land Settlement during the Great Depression" by Dawn S. Bowen, and "Savella Stechishin, an Ethnocultural Feminist, and Ukrainian Culture in Sskatchewan" by Natalie Ostryzniuk. There were also several other shorter articles, features and book reviews. The new cover and layout have elicited a number of favourable comments, which it is hoped will translate into a sustained increase in subscriptions and sales.

To produce a quality publication twice a year requires considerable dedication and effort by a number of volunteers and staff. The Saskatchewan History Advisory Board, which oversees the journal's direction and operation, included the following members:

Dr. James Pitsula, Professor of History, University of Regina (Chair);

Dr. J.W. Brennan, Professor of History, University of Regina;

Dr. Valerie Korinek, Professor of History, University of Saskatchewan;

Mr. D.S. Spafford, Professor of Political Studies, University of Saskatchewan;

Mrs. Patricia Wagner, Saskatchewan History and Folklore Society representative;

Dr. Georgina M. Taylor, Editor;

Mr. D'Arcy Hande, General Manager;

Ms. Nadine Small, Administrative Officer;

Mrs. Rene Youchezin, Administrative Assistant.

Records Storage, Environment and Security

The need for more storage space, better environment and greater security for archival records continued to be of concern to the board, management and staff. Working with the Saskatchewan Property Management Corporation and the Department of Municipal Affairs, Culture and Housing, the Saskatchewan Archives was able to secure more space and a better environment for its offsite holdings. Most of the renovation work had been completed by the end of the fiscal year allowing for the housing of records there. Records previously housed in poor storage conditions at the Rolloflex building were also transferred to the site on Maxwell Crescent. Future accommodation requirements will be addressed through the strategic plan.

SASKATCHEWAN ARCHIVES BOARD

FINANCIAL STATEMENTS

For the Year Ended March 31, 2000

Provincial Auditor Saskatchewan

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1920 Broad Street
Regina, Saskatchewan
S4P 3V7

Phone: (306) 787-6398
Fax: (306) 787-6383
Internet e-mail: info@auditor.sk.ca

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2000 and the statements of revenue and expenditures and net financial assets, and cash flows for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at March 31, 2000 and the results of its operations and its cash flows for the year then ended in accordance with the generally accepted public sector accounting principles.

Regina, Saskatchewan
September 14, 2000

Fred Wendel, CMA, CA
Acting Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March

	2000	1999
Financial Assets:		
Due from the University of Saskatchewan (note 4)	$ -	$ 21,701
Accounts receivable	5,783	1,354
General Revenue Fund - Grant Receivable	313,000	-
Prepaid expenses	10,537	3,382
	329,320	26,437
Investment in Pooled funds (Note 4 and 5)	47,371	47,371
	376,691	73,808
Liabilities:		
Due to the University of Saskatchewan (note 4)	110,500	-
Accrued vacation pay payable	91,678	51,863
Accounts payable	99,164	85,956
Deferred Revenue	26,897	20,595
	328,239	158,414
Net financial assets/(liabilities) (Statement 2)	$ 48,452	$ (84,606)
Investment in tangible capital assets (note 3)	$ 153,199	$ 120,559

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF REVENUE AND EXPENDITURES AND NET FINANCIAL ASSETS
For the year Ended March 31

	Budget 2000 (Note 9)	Actual 2000	Actual 1999
Revenue:			
Grants - General Revenue Fund	$ 2,569,000	$ 2,598,000	$ 2,116,000
Canadian Council of Archives		12,624	-
	2,569,000	2,610,624	2,116,000
Services	166,511	161,193	104,056
Photocopy sales	40,500	41,925	41,136
Magazine sales	12,000	15,207	7,754
Miscellaneous	1,350	14,089	3,906
	2,789,361	2,843,038	2,272,852
Expenditures:			
Salaries and benefits	1,681,710	1,655,019	1,641,751
Administrative services	976,581	884,574	710,170
Printing and postage	17,150	34,836	26,466
Equipment	41,200	97,183	90,049
Materials & supplies	25,650	38,368	22,082
	2,742,291	2,709,980	2,490,518
Increase (decrease) in net financial assets	$ 47,070	133,058	(217,666)
Net financial (liabilities)/assets, beginning of year		(84,606)	133,060
Net financial assets/(liabilities), end of year		$ 48,452	$ (84,606)

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOWS
For the Year Ended March 31

	2000	1999
Cash provided by (used in) operating activities:		
Increase (decrease) in net financial assets	$ 133,058	$ (217,666)
Change in net financial assets:		
(Increase) decrease in grant and accounts receivable	(317,429)	118,981
(Increase) decrease in prepaid expenses	(7,154)	2,631
Increase (decrease) in accrued vacation payable	39,815	(19,608)
Increase in accounts payable	13,206	34,700
Increase (decrease) in deferred revenue	6,302	(1,805)
Net change in non-cash working capital balances related to operations	(265,260)	134,899
Cash provided by (used in) operating activities	(132,201)	(82,767)
Due from the University of Saskatchewan, beginning of year	21,701	104,468
Due to the University of Saskatchewan, end of year	$ (110,500)	$ 21,701

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2000

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using generally accepted accounting principles. The following accounting policies are significant.

a) Tangible Capital Assets

Tangible Capital assets are charged to expenditure when purchased rather than when consumed. For accountability purposes, these assets are also recorded separately as an investment in tangible capital assets. The unconsumed cost of the physical assets is the cost of the tangible capital assets less amortization provided over the estimated useful life of the assets on a straight-line basis as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5 years
Furniture	5 - 20 years

This amortization procedure does not impact the statement of revenues and expenditures.

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Expenditures

Expenditures are recorded on the accrual basis and include the costs of tangible capital assets acquired during the year.

c) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Additional units are acquired when assets are transferred to the University of Saskatchewan. The Board can realize changes in the underlying unit values by redeeming units.

Units in the pooled fund are recorded in the accounts at their net asset value per unit. The net asset value per unit is the market value of the pooled funds investment divided by the total number of units outstanding in the fund.

3. Tangible Capital Assets

	Office Furniture and Equipment	Computer Hardware and Software	Total 2000	Total 1999
Tangible Capital Assets				
Cost, beginning of year	$ 354,176	$234,124	$588,300	$521,403
Additions	60,576	32,059	92,635	77,487
Disposals	(7,858)	—	(7,858)	(10,590)
Cost, end of year	406,894	266,183	673,077	588,300
Amortization				
Accumulated amortization, beginning of year	269,707	198,034	467,741	417,403
Amortization in year	25,876	34,119	59,995	60,928
Disposals	(7,858)	—	(7,858)	(10,590)
Accumulated amortization, end of year	$287,725	$232,153	519,878	467,741
Investment in tangible capital assets			$153,199	$120,559

4. Due to/from University of Saskatchewan

The University administers cash and investments on behalf of the Board. The University pays the Board interest only for the money related to the Evelyn Eager Estate Trust Fund and the Capital Trust Fund. The Saskatchewan Archives Board is not charged for interest on overdraft.

5. Saskatchewan History Trust Fund

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The $47,371 is restricted indefinitely with the interest earned applied to the costs of publishing the Saskatchewan History magazine. The Board has the discretion to use the income for other purposes if the Board ceases publication of the magazine.

6. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Administrative services are provided at a nominal charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services are amounts paid to the Saskatchewan Property Management Corporation for office space the Board leases in Regina. Lease payments were $714,542 in 2000 (1999 - $536,933).

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

7. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's

financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $81,287 (1999 - $70,147).

8. Financial Instruments

The Board's financial instruments include cash, investments, grants receivable, accounts receivable, accrued vacation pay payable and accounts payable. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest or credit risk.

9. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

10. Uncertainty Due to the Year 2000 Issue

The Year 2000 Issue arises because many computerized systems use two digits rather than four to identify a year. Date sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. Although the change in date has occurred, it is not possible to conclude that all aspects of the Year 2000 Issue that may affect the entity, including those related to customers, suppliers, or other parties, have been fully resolved.

11. Comparative Figures

Certain 1999 figures have been reclassified to conform to current year's presentation.

Additional Supplementary Information

1999/2000
PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$ 77,748
Hande, D'Arcy K.	$ 67,887
Herperger, Don	$ 73,282
Taylor, Georgina	$ 4,395
Unionized employees	$1,219,963

1999/2000
SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$ 770,987
Saskatchewan Telephone	$ 61,736
Payees under $20,000	$ 152,917